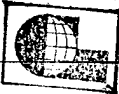


ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Information Technology Equipment Census

25X1	FRC	EXTENSION	NO. DDA 88-1073	
			DATE 16 May 1988	

Chief, DDA Management Staff
7D18 HQS

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Director. Logistics

18/5

AL

FYI -- OIT will also be surveying all DA Offices.

2.

5/18

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DOLL

3.

DCI mss - Action pl. - signed 5/1

4.

Registry - File

ECS

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OIT-0356-88
2 May 1988

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

VIA: Deputy Director for Administration

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Information Technology Equipment Census

1. The Office of Information Technology (OIT) requests Directorate participation in a census of the Agency's Information Technology (IT) equipment. The resulting inventory will be extremely useful for planning and analysis purposes for both OIT and the Directorates. It will identify equipment shortfalls and allow planning for future workloads and compatibility. OIT will also use the data to validate our equipment and maintenance database which is used to support and provide property accountability for much of the equipment in your components. In addition, we will be surveying customer modems in order to develop a better understanding of certain engineering and security issues. Component inventories will of course be made available to your staffs for their own planning and analysis.

2. For the purpose of this census we have grouped the Agency's IT equipment into three classes: office systems, word processing devices, and multiuser computer systems. Office systems are defined as terminals, personal computers, printers and plotters. Word processing (WP) devices have been identified as any WP-related terminals, printers, and special purpose computers. (Since the Wang equipment inventory is considered accurate, Wang devices are excluded from this census.) Multiuser computer systems have been separated into two categories. Departmental computers are defined as being capable of supporting two-to-twenty concurrent users. Large computers have been identified as those capable of supporting greater than twenty concurrent users. Simultaneously, we are also surveying customer modems. Modems are generally used for unclassified data communications with outside databases. The Office of Security is interested in both the

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number, types and uses of these potentially vulnerable devices. There also may be some technical means of using the PBX to provide more efficient modem services. We need hard data, however, before we can engineer a solution.

3. To minimize the impact to your staffs, we are using existing OIT data as a starting point. These data have been extracted from OIT's PBX survey database, which encompasses all Headquarters equipment surveyed preparatory to being connected to the PBX, and the OIT equipment and maintenance database, covering all items for which OIT has maintenance responsibilities. The PBX data are believed to be current and accurate (for equipment either currently in, or scheduled to be in, the Headquarters complex). Your staffs need only generally review this PBX survey equipment. Outbuilding listings, derived from the equipment database, however, require a more thorough review. The constant unreported movement of this equipment has caused inaccuracies in the database. In addition, there is a significant amount of component equipment not in the maintenance database due to the fact that OIT support was never requested.

4. Detailed census packages will be forwarded to your component (office) Automated Data Processing Control Officers (ADPCOs). Agency ADPCOs were briefed on the purpose, scope, methodology, and schedule of the census on 15 March at an Agency ADPCO meeting. Component ADPCOs have been requested to complete the census by providing current data in either an on-line or hardcopy format. In either case, we request that the data be forwarded through the Directorate ADPCOs and/or Management Staffs to my Management Services Division OIT, [redacted] by 10 June. Questions regarding the census may be directed to [redacted] of MSD/OIT.

5. I recognize that this census represents additional work for your staff. I apologize for adding to their burden but I believe establishing an accurate inventory justifies the increased workload. I expect that periodic updates to the inventory will go more smoothly once an accurate baseline is established. My staff has made a major effort to mitigate the Agency-wide impact and will provide your components with additional assistance should it be required. Please do not hesitate to contact me on secure [redacted] should you have further questions or concerns.

6. Thank you for your help in this matter.

Edward J. Maloney

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